

Dr Y S Parmar University of Horticulture & Forestry,
Nauni, Solan-173230(HP)
"Office of Comptroller"
(Ph: 01792 252336)


TENDER NOTICE

Sealed tenders are hereby invited on an as-and-when-required basis for the supply of "Stationery & Miscellaneous Items" for the period of one year from the date of notification until 31st July 2025, on a rate contract basis. Interested and eligible suppliers must ensure their tenders reach the office of the undersigned, complete in all respects, as per the schedule given below:-

Last date for receipt of sealed tenders: 28.08.2024 up to 4:00 PM
Date of opening of tenders: 29.08.2024 at 11:30 AM

Tenders received late, incomplete, or without the Tender Fee and Earnest Money will not be accepted. Interested parties/firms can download the detailed tender form from the University website www.yspuniversity.ac.in/tenders, superscribed as "Tender for Stationery & Miscellaneous Items." The tender must be accompanied by a Demand Draft of Rs. 2,000/- (Rupees Two Thousand only) as a tender cost in favor of the Comptroller, payable at Nauni, on State Bank of India/UCO Bank, which is non-refundable, and Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) in the shape of FDR pledged in favor of the Comptroller. The Earnest Money will be refunded to the unsuccessful tenderer(s) after the finalization of the tender process.

The tenders (Technical Bids and Financial Bids) as mentioned on Annexure-A & Annexure-C will be opened on 29.08.2024 at 11:30 AM in the office chamber of the undersigned, in the presence of firms/authorized representatives who may wish to remain present on the day. Other terms and conditions of the tenders are annexed at Annexure-B.


Comptroller
Dr. Y. S. Parmar University
of Horticulture and Forestry
Nauni, Solan-173 230 (HP)

Annexure-A

Technical Bid Envelopes

Tender for Stationery articles & Miscellaneous Items.

1. Technical Bid envelope contains following:
 - a) Tenders condition of tender as per Annexure 'B' should be signed by firm/parties with stamp of the firm.
 - b) GST No. & PAN No. alongwith certificate.
 - c) Proof of identification i.e voter ID card/ aadhar card etc.
 - d) Demand Draft & FDR of cost of Tender Fee as prescribed in tender.
 - e) ITRs for the last three years may be enclosed with the tender form.
2. Financial Bid Envelope: It shall contain format 'C' which reflected quoted rates only should be signed by contractors with stamps of firms. The financial bid shall be opened the technically qualified contractor only after samples selection of the articles.


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of Health, Culture and Forestry
Nauni, Solan - 171001


TERMS AND CONDITIONS (of the University):

1. The rate contract will remain valid up to 31.07.2025 from the date of award.
2. The supplies will have to be delivered FOR destination (up to the store section), including the outstations of the University located in all the districts of Himachal Pradesh. In the event of failure to do so, a penalty of 5% will be charged on the amount paid by the Indenting Officer on this behalf.
3. The firms will have to submit one sample each, duly sealed and signed, at the time of opening of tenders. Tenders received without samples will be rejected outright (except where not required). These samples will, however, be returned to the unsuccessful tenderer on finalization of the rate contract.
4. All items/goods must be dispatched within fifteen days of the receipt of supply orders. The departments and outstations will assess their quarterly requirements and place the supply orders accordingly.
5. No payment will be made in advance for any supplies under this contract.
6. No tender will be considered unless and until all the documents are properly signed.
7. The payments will be released within one month against the physical delivery of the store/supply duly supported with satisfactory inspection.
8. In case of failure of the firm to execute the ordered items or violation of the terms and conditions, the University will be at liberty to cancel the order and make distress purchases from other sources at the risk and cost of the rate contract firm. The University will also be at liberty to forfeit the Earnest Money of the firm and/or blacklist the firm from the University store purchase activities.
9. Each tender should be accompanied by a non-refundable Tender Fee in the shape of a Bank Draft for Rs. 2000/- in the name of the Comptroller, UH&F, Nauni, Solan, payable at Nauni on State Bank of India/UCO Bank, and an Earnest Money of Rs. 10,000/- in the shape of FDR pledged in favor of the Comptroller, UH&F, Nauni, Solan (HP), which shall be returned to the unsuccessful tenderer(s) after finalization of the tender process.
10. The Earnest Money of the successful firm will be released after three months from the date of expiry of the contract or after the date of satisfactory completion of the rate contract and receipt of certificates in this regard from the University departments/offices/outstations.
11. Any discrepancies arising out of the rate contract will be referred to the Comptroller, UH&F, Nauni, who will take necessary remedial action, as deemed fit.
12. Not only the lowest rates but the quality of articles will also be criteria for approving the rates.
13. The University reserves the right to hold negotiations for rates with any or all the firms.
14. The University reserves the right to reject one or all tenders.
15. The University will be at liberty to annul the rate contract of one or all firms at any time. The decision of the Hon'ble Vice-Chancellor of the University will be final and binding on all parties.
16. All disputes relating to this rate contract shall be settled within Solan jurisdiction.
17. All taxes/GST will be paid extra, applicable as per government rules/norms.
18. A non-blacklist certificate of the firm is required to be enclosed with the tender document.

TERMS AND CONDITIONS (of the Tenderer), if any:


(The tenders containing conditions put forth by the firm which are repugnant to those of the University will be treated as non-responsive.)

**Contact person:
Contact No.**


**Comptroller,
De V.C. Farook University
of Horticulture and Forestry
Nauni, Solan - 173 230 (H.P.)**

FINANCIAL BID ENVELOPE**Annexure-C****DR Y S PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY****NAUNI, SOLAN-173230 (HP)****"OFFICE OF COMPTROLLER"****Telefax: 01792 252336****Email: comptrolleruhf@gmail.com****TENDER FORM FOR RATE CONTRACT OF STATIONERY ARTICLES AND MISCELLANEOUS ITEMS.****COST OF TENDER FORM Rs. 2000/-****(For entering into rate contract for the supply of stationery articles and Miscellaneous Items)
for the period from the date of notification (Valid upto 31.07.2025)****Last date for receipt of tender : 28.08.2024 upto 4:00 (PM)****Tenders to be opened on: 29.08.2024 at 11: 30 (AM)**

Sr. No	Item with specifications	Brand/ Make	Rate per unit (in figures & words) <u>{Excluding GST}</u>	GST		Total Amount per unit {Col 4 + 6} (Rs.)
				Rate (%)	Amount	
1	2	3	4	5.	6.	7.
1.	All Pins					
2.	Ball Pens (ordinary) without print refills					
3.	Ball Pens Gel refills for: i. Reynolds Jiffy ii. Hauser Sonic iii. Reynolds – Racer Gel iv. Flair Techno v. Pentonic					
4.	Ball pen holder (with fine tip refills)					
5.	Ball pen holder refills for the pen at Sr. No. 4					
6.	Carbon paper black (20.5 x 33 cms)					
7.	Carbon paper black 41 x 33cms (big)					
8.	U-Clips (plastic coated)					
9.	Computer paper 75 gsm (both sides perforated) 15 x 12 x 2 parts					
10.	Drawing pins (plastic coated head)					
11.	Spiral Slip pads No.11 (40 leaves) with print of University Logo & name of Univ. i.e Dr. Y S Parmar UHF, Nauni-Solan					
12.	Pen stand with two socket holders					
13.	Pen stand with four socket holders					


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14.	Paper roll
15.	Paper weight (glass)
16.	Ammonia liquid (Sample not required)
17.	Ammonia roll (Sample not required)
18.	Photostat paper B4 size 75gsm
19.	Photostat paper Legal size 75gsm
20.	Photostat paper Legal size 70gsm
21.	Dot matrix printer Ribbon FX-105 (silk) 13 X 10m (only Lipi) original
22.	CD-R (without cover)
23.	CD-RW (without cover)
24.	DVD (without cover)
25.	DVD-RW (without cover)
26.	Khaki sheet/wrapping paper 70x90cm
27.	Butter sheet
28.	Drawing sheet (Full roll)
29.	Short hand notebook
30.	Short hand pencil
31.	Desk diary stand (Plastic)
32.	Fevicol pots (200 gms)
33.	Pilot pen ink
MISCELENIUS ITEMS	
34.	Dot matrix printer cartridge Original (for Lipi 2250 printer)
35.	Toner cartridges (Original) HP-12A, 88A, 36A, 78A, 110A, 137A, Canon 925A, Canon 925, Brother TN-2365)
36.	Refilling of Toner cartridges of Printers HP - 78A, 110A, 137A, Canon 925A , Canon 925, Brother TN-2365)
37.A	Antivirus 1. Quick Heal Pro (2,5&10 Users) 2. Quick Heal Total Security (2 & 10 Users) 3. Quick Heal Internet security (1, 2,3,5 & 10 Users)
38.	Batteries for UPS by back with value: 1 KVA, 12V 7.2Ah. etc.
39.	Cell for Calculator
Offset Printing & Binding material for Printing Section	
40.	Art Paper 15"x20" 170 GSM

41.	Art Paper 20"x30" 170 GSM					
42.	Art Paper 23"x 36" 170 GSM					
43.	White Printing Paper 20"x25" 70 GSM					
44.	White Printing Paper 20"x30" 70 GSM					
45.	White Printing Paper 23"x36" 70 GSM					
46.	Yellow Printing Paper 20"x30" 70 GSM					
47.	Yellow Printing Paper 23"x36" 70 GSM					
48.	Ledger Printing Paper 23"x36" 70GSM					
49.	Ledger Printing Paper 20"x30" 70GSM					
50.	Executive Bond Paper 18"x23 70 GSM					
51.	Chart Sheet (Yellow, Green, Pink, White, Blue) 22"x28" 170GSM					
52.	Four Clour Ink Set (Huber Group)					
53.	Blue Ink Popular Royal Blue-HGI-10554/IPO					
54.	Green Ink Popular Vivid Green HGI-1454/IPO					
55.	Turbo Chrom Back Ink-49F20TC/5P3					
56.	Gloria Red Ink HGI-13299/IPO					
57.	Blanket Wash for Technova Printing Machine					
58.	PS Plate Gum Protection Gum for (Technova)					
59.	Ultra Font for Technova Machine					
60.	Plate Cleaner (GP) for Technova Machine					
61.	PS Plate 675mmx790mm 0.28mm for Technova Machine					
62.	PS Developer for Technova Machine					
63.	Print Enhancer (1 Litr. pack)					
64.	Stitching Wire (18,20,21,2,23,24 Nos.)					
65.	Khakhi Craft Sheet 23'x36'					
66.	Cart Board (Gatta) (24,28,32,36 ounce)					

(Signature of the tenderers with seal)

Contact person:

Contact No.


Controller,
Dr. Yashwantrao Chavan University
of Agriculture and Forestry
N. Solapur - 431 230 (M.P.)